



DEPARTMENT OF THE NAVY
HUMAN RESOURCES OFFICE
368 SOUTH AVENUE
PENSACOLA, FLORIDA 32508-5124

Canc frp: Jan 07
HROPNCLANOTE 12790
N3

03 FEB 2006

HRO PENSACOLA NOTICE 12790

Subj: CIVILIAN BLOOD DONOR DRIVE

Ref: (a) HRO Procedures Manual Article 12790.1
(b) DoD Policy (HA-96-O-44) of 1 May 96

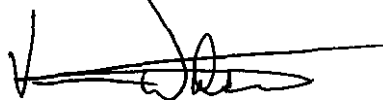
Encl: (1) Donor Acceptability Addendum
(2) 2006 Civilian Blood Drive Schedule

1. **Purpose.** To announce the Pensacola Naval Complex-wide blood drives for 2006.
2. **Background.** All civil service and nonappropriated fund employees (excluding contract employees) become members of the Civilian Blood Donor Club when employed. Benefits are as outlined in reference (a).
3. **Responsibility.** In accordance with reference (b), the U. S. Naval Hospital Pensacola has responsibility for the oversight of all collection on local military installations. It is a community responsibility of those members capable of donating blood to ensure that there is always a sufficient supply available for those who have a need.
4. **Procedures.** The Bloodmobile will visit selected areas throughout the Pensacola Naval Complex on a prearranged schedule. All employees in the general area of the Bloodmobile are encouraged to donate blood. Supervisors are requested to encourage donations to the maximum extent possible. Employees who serve as blood donors are entitled to be excused from work without charge to leave for time necessary to donate and for recuperation following blood donation. Maximum excused time (administrative leave) will not exceed 4 hours and must be requested and documented on a Request for Leave or Approved Absence Form, OPM Form 7 1. Those employees unable to donate after visiting the Bloodmobile will be required to return to work.
 - a. Enclosure (1) is provided for the general information of all and indicates donor acceptability qualifications.
 - b. Enclosure (2) lists the schedule for 2006 and indicates the location of the Bloodmobile within each drive area (NAS Pensacola, Saufley Field and Whiting Field). Appointments are required to donate blood and may be obtained by telephoning the Northwest Florida Blood Center, Inc. at (850) 434-2535. Employees unable to keep their scheduled blood donation appointment should call the aforementioned telephone number to cancel as soon as possible.

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Employees should not arrive at the Bloodmobile earlier than 15 minutes prior to their scheduled appointments.

5. Information. For additional information, call the Human Resources Office at (850) 452-4431.
6. Cancellation Contingency. This notice remains in effect until superseded.

A handwritten signature in black ink, appearing to read 'V. Watson', with a long horizontal line extending to the right.

VERNON WATSON
Deputy Director

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CDHJ